



**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
JOB OPPORTUNITY
HUMAN RIGHTS & OPPORTUNITIES REPRESENTATIVE
Affirmative Action/Contract Compliance Unit**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list or lateral transfer
Location: Two (2) Vacancies – 25 Sigourney Street, Hartford
Job Posting No: 567
Hours: Full-time (1st shift/40 hrs. weekly)
Salary: \$60,068 - \$76,525
Closing Date: August 28, 2013

Eligibility Requirement: Candidates must be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

General Duties: assists and participates in development of promotional, outreach and education activities; gathers and analyzes statistical and other data, basic business records and other related source material; evaluates efforts made by state agencies and contractors to comply with affirmative action administrative regulations; analyzes trends in workforce representation; analyzes and evaluates upward mobility, hiring and promotion programs to identify systemic problems; recommends approval or disapproval of affirmative action plans; advises the public of administrative law process and available resources maintains two way communications with interest groups and affected citizens; works with groups and individuals to promote understanding of human rights and role of Commission; assists in training and provides technical assistance; conducts special studies, survey and projects; performs related duties as required.

Note: The preferred candidate would have special skills or experience in the area of affirmative action and contract compliance; prior experience with affirmative action/EEO compliance and administration of EEO policies and guidelines; be experienced in conducting feasibility assessments in accordance with state and federal laws.

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who are not currently a state employee must start at the minimum salary.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a State of Connecticut Application for Examination or Employment (CT-HR-12) and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current CHRO employees do not have to complete the Pre-Authorization and Release Form. Current state employees are required to submit their last two service ratings. The CT-HR_12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. On the CT-HR_12 in the Job Posting section please list the appropriate job code above. If you are interested in being considered for both locations please list both job numbers. Applications not received or postmarked by the above closing date will not be considered. Missing or incomplete application material will not be considered. Submit via mail to:

**DEPARTMENT OF LABOR
200 FOLLY BROOK BOULEVARD
WETHERSFIELD, CT 06109
FAX (860) 263-6699**

If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Not all individuals who apply will be granted an interview. The Department of Labor provides administrative support to CHRO. Only send/fax application materials to the above address.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Commission on Human Rights & Opportunities.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor or the Commission on Human Rights & Opportunities concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Commission on Human Rights & Opportunities.

This authorization is executed with the full knowledge and understanding that the Labor Department and the Commission on Human Rights & Opportunities will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department of Labor or the Commission on Human Rights & Opportunities.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department of Labor or the Commission on Human Rights & Opportunities not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Commission on Human Rights & Opportunities, I have received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf